

		TOWN OF DEEP RIVER JOB DESCRIPTION	
Job Title: Fire Chief		Department: Fire	Division:
Reports to: Chief Administrative Officer			Date: JUNE, 2026

POSITION SUMMARY:

In accordance with municipal By-laws and the statutory duties of the Fire Chief as defined by the Fire Protection and Prevention Act, the Fire Chief provides administrative and strategic leadership for the overall operations of the Town of Deep River Fire Department. Operating under the general direction of the CAO, the Fire Chief exercises significant independent judgment to plan, coordinate, and direct fire suppression, prevention, training, rescue, emergency planning, and hazardous materials response. The role encompasses full accountability for departmental budgeting, purchasing, asset maintenance, and personnel management.

This position is on a full-time basis, in office for 35 hours/week.

OVERALL SCOPE & CONTROL OF RESOURCES

Scope of Position

The Fire Chief oversees all daily and long-range activities for one (1) fire station and approximately 40 personnel. Key areas of responsibility include fire suppression, major emergency incident command, fire investigations, inspections, public education, emergency management planning, recruitment, and multi-year capital and operational budgeting.

Control of Corporate Resources

- **Human Resources:** Directly manages and leads a composite department consisting of a 4 Captains, and 24 Volunteer Firefighters (including designated Fire Prevention/Public Education and Chief Training roles). Coordinates department operations with municipal administrative staff (e.g., payroll, finance).
- **Financial Resources:** Maximizes municipal resources by developing and administering annual operating budgets, as well as 5-year and 10-year Capital Budgets. Leads the procurement process, including drafting Requests for Proposals (RFPs) and overseeing all major departmental purchases and payments.

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MAJOR RESPONSIBILITIES

Strategic Leadership & Administration

- Formulates municipal policies, programs, and services as a member of the senior management team; attends department head meetings.
- Advises Town Council and the CAO on strategic issues, trends, and legislation associated with emergency services.
- Ensures departmental activities align with the strategic goals and objectives established by the Council of the Town of Deep River.
- Reviews and comments on local site plans, re-zonings, subdivision agreements, and new building developments.

Operations & Incident Command

- Assumes command at major emergency incidents and coordinates overall fire suppression, auto extrication, rescue, and property-saving functions.
- Initiates post-incident fire investigations and liaises with the Office of the Fire Marshal (OFM) when required.
- Ensures strict compliance with the *Fire Protection and Prevention Act* (FPPA), Ontario Fire Code, Occupational Health and Safety Act (OHSA), and applicable provincial/municipal legislation.

Personnel, Training & Asset Management

- Supervises, evaluates, and disciplines personnel to maintain high morale, accountability, and professional standards.
- Recommends the appointment of new volunteer members to the CAO and Council to maintain established staffing levels.
- Oversees the development and delivery of comprehensive training programs; ensures all personnel are safely trained on vehicles, apparatus, and specialized equipment.
- Maintains meticulous departmental records, including volunteer training logs and certifications.
- Oversees the inspection, maintenance, and readiness of the fire station, fleet, and all firefighting equipment.

Community Risk Reduction & Public Relations

- Develops and coordinates public education and fire prevention programs.

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- Establishes collaborative relationships with residents and local business owners to ensure conformity with the Fire Code.
- Serves as the primary media and public relations contact for Fire Department matters.
- Attends regional Fire Chief meetings, Mutual Aid meetings, conferences, and seminars to ensure the Town remains at the forefront of modern firefighting methods and equipment.

QUALIFICATIONS AND TRAINING

Education & Certifications

- Ontario Secondary School Diploma (Grade 12) or equivalent.
- NFPA 1021 - Standard for Fire Officer Professional Qualifications (Levels 1-4).
- NFPA 1031 - Standard for Professional Qualifications for Fire Inspector and Plan Examiner Level II
- NFPA 1521 - Standard for Fire Department Safety Officer Professional Qualifications
- NFPA 1033 - Standard for Professional Qualifications for Fire Investigator
- NFPA 1041 - Standard for Fire and Emergency Services Instructor II - Professional Qualifications
- NFPA 472 – Hazardous Materials Responder (Operations Level).
- NFPA 1002 – Standard for Fire Apparatus Driver/Operator Professional Qualifications
- SP 230 - Wildland Fire Strategies and Tactics
- Valid, current certifications in Standard First Aid, CPR, Defibrillation (AED), and Oxygen Therapy.
- Valid Province of Ontario Driver's License with appropriate endorsements.

Knowledge & Technical Skills

- Comprehensive knowledge of modern fire suppression, fire prevention, rescue, and first aid techniques.
- Strong working knowledge of the *Fire Protection and Prevention Act*, Ontario Fire Code, OHSA, and related municipal by-laws.
- Thorough understanding of Policy Development, Implementation, and Incident Command Systems (ICS).
- Familiarity with building construction types, local geography, and the unique layout of the Municipality of Deep River and its surrounding areas.

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Experience & Leadership Attributes

- **Experience:** Minimum of five (5) years of satisfactory experience serving as a Fire Officer, supplemented by advanced training at regional fire colleges or educational seminars.
- **Leadership:** Demonstrated capability to supervise, mentor, and discipline volunteer firefighters.
- **Communication:** Exceptional oral and written communication skills in English; ability to present clearly to Council, media, and the public.
- **Core Qualities:** High mental alertness, excellent decision-making skills under high-stress conditions, and a collaborative leadership style.
- **Physical Requirements:** Must be in excellent physical condition, willing and able to enter hazardous atmospheres, and prepared to work in extreme weather conditions.

TOWN OF DEEP RIVER FIRE CHIEF

JOB DESCRIPTION ACCEPTANCE

I, _____ hereby recognize and accept the preceding duties and responsibilities as the incumbent of this position.

SIGNED: _____

DATE: _____